UNITED
NATIONS

ST

Secretariat

ST/IC/1996/48
5 August 1996

INFORMATION CIRCULAR

To: Members of the staff in the General Service and related categories of the Secretariat

From: The Assistant Secretary-General for Human Resources Management

Subject: 1997 NATIONAL COMPETITIVE EXAMINATIONS*

1. The purpose of the present information circular is to inform staff members of the Secretariat of the modalities and conditions under which General Service staff members may apply to take national competitive recruitment examinations at the P-2 and P-3 levels in 1997. This circular supersedes information circular ST/IC/1995/80 and Corr.1 and Add.1 of 21 November 1995, 17 April 1996 and 17 April 1996 respectively.

2. National competitive recruitment examinations will be held in January 1997 in the following occupational groups in accordance with the needs of the Organization: Administration (P-2), Economics (P-2), Electronic Data Processing (P-2), Finance (P-2/3), Legal Affairs (P-2), Library (P-2), Political Affairs (P-2/3), Public Information (P-2/3), Social Affairs (P-2/3) and Statistics (P-2).

3. Staff members in the General Service and related categories of the Secretariat may apply to take these examinations if they meet the entrance qualifications established for nationals of the participating Member States, which have been established in accordance with mandates of the General Assembly.

4. Staff members in the General Service and related categories of the Secretariat who wish to apply to take a P-2 national competitive examination should have obtained a first-level university degree directly relevant to the occupational group in which they wish to compete, have a satisfactory record of

* Personnel Manual index No. 4031.

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performance and be a national of a Member State which is participating in the 1997 competitive examination programme (see attached list). In addition, they must hold a fixed-term appointment valid at least until 31 December 1997.

5. On a trial basis, staff members in the General Service and related categories of the Secretariat may apply for a P-3 national competitive examination provided they meet the following eligibility criteria: they should hold a Masters degree (or an equivalent degree) directly relevant to the occupational group in which they wish to compete, have a satisfactory record of performance, have four (4) years of professional experience in a field directly relevant to the occupational group in which they wish to take the examination and be a national of a Member State which is participating in the 1997 competitive examination programme (see attached list). In addition, they must hold a fixed-term appointment valid at least until 31 December 1997.

6. Qualified staff members may apply by completing the attached form and forwarding it to: 1997 National Competitive Examination (Staff Members), Specialist Services Division/OHRM, Room S-2590A, by 20 September 1996. The most recent performance evaluation report, as well as copies of all degrees, must be attached to the application.

7. Incomplete applications will not be considered.

UNITED NATIONS
APPLICATION FOR NATIONAL COMPETITIVE EXAMINATION FOR GENERAL SERVICE
STAFF MEMBERS OF THE UNITED NATIONS SECRETARIAT ONLY

Section I: Personal data

Last name: _____ Room No.: _____ Ext.: _____
First name: _____ Index No.: _____
Gender: _____ Grade: _____ Nationality: _____
Department: _____ Duty station: _____
EOD date: _____ Appointment: _____
Date of birth: _____ Expiration date: _____

Section II: Type of examination

Occupational group: _____ P-2 level: _____
P-3 level: _____

Latest copy of performance evaluation report attached: _____
Period covered in performance evaluation report: _____
Copies of degrees attached: _____

Section III: Experience, United Nations and outside (indicating dates, and departments/institutions)
(For P-3 examination only)

This application should be signed and submitted by
20 September 1996 to the Specialist Services Division,
Room S-2590A.

Date: _____ Signature: _____

LIST OF MEMBER STATES PARTICIPATING IN THE 1997 COMPETITIVE EXAMINATION PROGRAMME

Belgium

Bolivia

Botswana

France

Germany

Guinea-Bissau

Honduras

Japan

Kyrgyzstan

Republic of Korea

San Marino

South Africa

The former Yugoslav Republic of Macedonia

Uzbekistan